

Carlisle Council on Aging Board Meeting  
Carlisle Town Hall – Heald Room  
May 24, 2016

**Board Members Present:** Verna Gilbert, Kathy DeVivo-Ash, Elizabeth Acquaviva, Peggy Hilton, Gio DiNicola, Walter Hickman, Donna MacMullan, Reuben Klickstein. **Associate Members Present:** Maxine Crowther, Jerome Lerman, Abha Singhal. **Prospective Board Members Present:** Ann Quenin. **COA Staff Present:** David Klein, Angela Smith, Debbie Farrell.

The meeting was called to order at 7:10 PM by Verna Gilbert, Chair.

**Secretary Minutes:** A motion was made by Walter Hickman to accept the April 26, 2016 minutes submitted by Elizabeth Acquaviva. The motion was seconded and carried by voice vote.

**Outreach and Program Manager Report:** A motion was made by Elizabeth Acquaviva to accept the April report submitted by Angela Smith. The motion was seconded and carried by voice vote. Angela asked for (and got) volunteers to throw candy at Old Home Day and to cover the Farmers' Market on August 8. She reminded the Board to attend the Lexington Chamber Music Group performance on May 25 where Reuben Klickstein's granddaughter will be performing.

**Social Worker Report:** Peter Cullinane's report for April provided a brief update on two active cases.

**Financial Report:** A motion was made by Elizabeth Acquaviva to accept the April report submitted by David Klein. The motion was seconded and carried by voice vote.

David reported that we will likely use more of the general fund than last year but that, consistent with prior years, we will still have money left over. He pointed out that the month-to-month figure is generally around \$15,000 for staffing. We are currently negative on program expenses, but positive on office operations. Although we cannot exceed our overall general fund budget, it is okay to be over or under on individual line items. There was discussion about the newsletter funding and timing, social worker expenses, and alternative uses of the pilot transportation program. Jerry Lerman advised that usage for warrant article funded items needs to be consistent with the wording in the original warrant articles voted at Town Meeting.

**Director's Report:** A motion was made by Gio DiNicola to accept the April report submitted by David Klein. The motion was seconded and carried by voice vote.

David pointed out that May was a heavy meeting month for him and his staff, which is reflected in the number of meeting notes in the report. A question on the definition of "virtual dementia tour" was asked and Angela Smith described it for the Board. David talked about a meeting that he had with attorneys at the Department of Revenue concerning the senior tax worker program. He described how Carlisle handles it, and highlighted discrepancies in how the program is administered in towns across Massachusetts.

**Minuteman Senior Services Report:** Jean Sain submitted the following May 4, 2016 report: A Powerpoint presentation was given on Celebrating 40 years of Service. Some of the strategic trends were: Minuteman serves 16 communities with 60,000 who are 60+, \$22 million annual budget, 14 million for purchased services, 25 + programs and services, 125 paid staff, 900+ volunteers, 75 vendor contracts and serve approximately 25,000 people per year. Annual revenues increased 80% in the past 3 years. Revenue for FY 13 was \$12.3 million and projected revenue for FY 16 is \$22 million. Joan reported that training for new SHINE counselors will start the first week in May. The class is full and there is a wait list so a second training is being considered. Minuteman is partnering with Acton/Boxborough United Way to host Tools For Caregivers Workshop for Sandwich Generation Caregivers. Minuteman received \$1,000 from Mount Auburn Hospital for outreach on stroke awareness. Kelly Magee Wright will be joining Minuteman SS as the new Executive Director. She'll be attending the June 1<sup>st</sup> Board Meeting to meet the Board. Her first day on the job will be June 20<sup>th</sup>.

**Friends Report:** There was no representative from the Friends at the Board meeting, but Angela Smith provided highlights from their annual meeting, commenting that the "memoirs" project was well received and enjoyed by every-one.

**Old/New Business:**

- **Committee Updates:** Verna Gilbert requested that all committee chairs submit written updates prior to the next Board meeting on June 21, 2016, and be prepared to provide a brief oral update at the Board meeting.

**Space:** Jerry Lerman reported that at their May 23rd Space committee meeting members visited the 338 Bedford Road property with representatives from the Housing Trust. After previous visits to the senior centers in Littleton, Acton, and Westford, they are in the process of planning additional site visits, possibly including Ashland, Framingham and Natick. Jerry and David are working with the respective COA directors to schedule the visits with a current target date of June 22.

**Transportation:** David reported that in their May 4<sup>th</sup> meeting he suggested that the Transportation Task Force transition back to the COA Transportation Committee as the original goals of the Task Force were completed. Verna Gilbert pointed out that the COA Transportation Committee did not exist this year and that reinstating the Committee would not make sense if the only major transportation program to consider would be the pilot program itself. There was discussion among various Board members - Verna, Walter Hickman, Abha Singhal, Peggy Hilton - regarding the frequency of the transportation meetings. It was concluded that two or three meetings per year were sufficient for the time being. Walter stated that the Task Force should continue, and feedback be collected, at least until we complete the first year of the pilot program. The issue will be revisited with the new Board.

**Long Range Planning:** Donna MacMullan reported that Maxine Crowther has been working on modifications to the spreadsheet created by the COA Director in order to more easily track the status of Long Range Plan (LRP) goals and action items. The committee will meet again in early June.

**Housing Focus/Goals:** David noted that senior housing was going to be one of next year's LRP goals and that a Town Meeting Article on accessory apartments had just been narrowly defeated. He suggested that plans to revisit this issue next year bear watching and that hopefully the COA will be able to participate in the Town's future planning for the accessible housing.

**Trip/Van Fees:** COA Transportation Coordinator Debbie Farrell presented a "COA Travel Fee Proposal," highlighting how fees are derived and showing that they will be consistent and fair to all seniors. These fees are for group day trips only and based on one-way mileage. Suggestions were made by various Board members to clarify certain aspects of the worksheet.

**Nominating:** Gio DiNicola presented the slate for 2017, which will be voted on at the June Board meeting.

**Board Members:**

Chair: MacMullan

Vice Chair: Abha Singhal

Co-Secretaries: Kathy DeVivo-Ash and Gio DiNicola

Treasurer: Walter Hickman

Board Members: Reuben Klickstein, Peggy Hilton, Maxine Crowther & Jerry Lerman

**Associate Board Members:**

Elizabeth Acquaviva, John Ballantine, Verna Gilbert, Helen Lyons, Ann Quenin & Jean Sain

- **Other Business:** Verna Gilbert reported on three additional items: (1) All new Board members have to write letters to the Carlisle Board of Selectmen once they are elected (after next month's meeting). (2) The Carlisle Board of Selectmen suggested a list of officer term limits, which was discussed. (3) At the next Board meeting we will vote on a date for the August potluck dinner.

The next COA Board meeting will be held on June 21, 2016 at 7:10 PM in the Clark Room at Carlisle Town Hall. A **motion** was made by Gio DiNicola to adjourn the meeting. The motion was seconded and carried by voice vote.

Kathy DeVivo-Ash  
COA Co-Secretary  
May 24, 2016